



CATHOLIC CHAPLAIN
Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **January – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: **December 1, 2008**

\$3,894 - \$4,867 Per Month

MINIMUM QUALIFICATIONS **Either I**
Ordained priest, duly accredited by and in good standing with the Roman Catholic Church, and approved by the Bishop of the diocese in which the institution is located.

Or II
A lay person or ordained deacon, with demonstrated pastoral competence, duly accredited for pastoral ministry by a nationally recognized Roman Catholic chaplain certification institution; and approved by the Bishop of the diocese in which the institution is located.

Note: Applicants must submit a letter of good standing with the Roman Catholic Church by the Bishop of the Archdiocese/Diocese in which the institution is located. A letter from the “Vicar Clergy” of the diocese in which the institution is located is acceptable in the absence of a letter from the Bishop.

Special Personal Characteristics: Insight into the factors involved in the development of behavior problems, including mental disorders; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Factors involved in the development of behavior problems, including mental disorders and the principles of mental hygiene
2. Purposes of mental and correctional institutions
3. Methods of rehabilitation

B. Ability to:

1. Organize, prepare, and conduct Roman Catholic religious services and courses on ethics, religion, and sacred music
2. Counsel institution residents and their families on moral and ethical problems
3. Establish rapport with institution residents

- EXAMINATION
PLAN
Continued
4. Analyze situation accurately and adopt an effective course of action

5. Use spiritual assessment, planning, intervention, and evaluation in the clinical setting

6. Understand and help others discover meaning in the experiences of suffering grief and loss

7. Understand the ways in which psycho-social dynamics and cultural/ethnic differences affect pastoral care practices

8. Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances

9. Integrate pastoral theology with pastoral practices

10. Assist and support others in the application of their own values in decision making

11. Communicate effectively through active listening and responding

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institutions on the attached listing. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Catholic Chaplain**, under direction, gives spiritual and moral guidance to State institution residents; celebrates Mass; administers the sacraments and conducts other Roman Catholic religious rites as needed by institution residents; organizes and instructs classes in Roman Catholic religion, ethics, and sacred music; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member or consultant to the institution classification committee; and does other related work as required.

Position(s) exist with the institution(s) listed on the attached listing with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60 th Street West Lancaster, CA 93536-7620 (661) 729-2000 EXT. 5229 TDD: (800) 735-2922	DEUEL VOCATIONAL INSTITUTION P.O. BOX 400 23500 Kasson Road Tracy, CA 95378-0400 (209) 835-4141 EXT. 5635 TDD: (800) 735-2922
CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 (800) 735-2922 TDD: (800) 735-2922 (PLEASE NOTE: HIGH DESERT STATE PRISON ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)	CALIFORNIA STATE PRISON, SACRAMENTO P.O. BOX 290010 Represa, CA 95671-0010 (916) 985-8610 EXT. 5336 TDD: (800) 735-2922	FOLSOM STATE PRISON P.O. BOX 71 300 Prison Road Represa, CA 95671 (916) 985-2561 EXT. 4785 TDD: (800) 735-2922
CALIFORNIA CORRECTIONAL INSTITUTION P.O. BOX 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 EXT. 4223 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TDD: (800) 735-2922	HIGH DESERT STATE PRISON P.O. BOX 270220 Susanville, CA 96127-0220 475-750 Rice Canyon Road Susanville, CA 96130 (530) 251-5100 EXT. 5634 TDD: (800) 735-2922 (PLEASE NOTE: THIS INSTITUTION ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)
CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2922	CALIFORNIA STATE PRISON, SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TDD: (800) 735-2922	IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TDD: (800) 735-2922
CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508 (909) 597-1771 EXT. 5530 TDD: (800) 735-2922	CALIPATRIA STATE PRISON P.O. BOX 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 EXT. 5229 TDD: (800) 735-2922	KERN VALLEY STATE PRISON P.O. Box 6000 3000 West Cecil Avenue Delano, CA 93216 (661) 721-9488 EXT. 5606 TDD: (800) 735-2922
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2922	CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TDD: (800) 735-2922	MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 EXT. 5261 TDD: (800) 735-2922
CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2922	CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2922	NORTH KERN STATE PRISON P.O. Box 5007 2737 West Cecil Avenue Delano, CA 93216-5007 (661) 721-2345 EXT. 5325 TDD: (800) 735-2922
CALIFORNIA REHABILITATION CENTER P.O. BOX 1841 5 th and Western Norco, CA 92860 (951) 273-2945 TDD: (800) 735-2922	CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TDD: (800) 735-2922	PELICAN BAY STATE PRISON P.O. BOX 7200 5905 Lake Earl Drive Crescent City, CA 95532-7200 (707) 465-9028 TDD: (800) 735-2922
CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TDD: (800) 735-2922	CORRECTIONAL TRAINING FACILITY P.O. BOX 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 EXT. 4570 TDD: (800) 735-2922	PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TDD: (800) 735-2922
RICHARD J. DONOVAN CORRECTIONAL FACILITY 480 Alta Road San Diego, CA 92179 (619) 661- 7868 TDD: (800) 735-2922	SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960 (831) 678-5500 EXT. 5584 TDD: (800) 735-2922	SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2922
SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TDD: (800) 735-2922	VALLEY STATE PRISON FOR WOMEN P.O. BOX 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 EXT. 5603 TDD: (800) 735-2922	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2922

CATHOLIC CHAPLAIN/9916/8CEAN
EXAMINATION INFORMATION CONTINUED

HEMAN G STARK YOUTH CORRECTIONAL
FACILITY
15180 Euclid Avenue
Chino, CA 91710
(900) 606-5023

O.H CLOSE YOUTH CORRECTIONAL
FACILITY
P.O Box 213001
Stockton, CA 95213-9001
(209) 944-6181

SOUTHERN YOUTH CORRECTIONAL
RECEPTION CENTER AND CLINIC
13200 South Bloomfield
Norwalk, CA 90650
(562) 868-9979 EXT. 2381

N.A CHADERIJAN YOUTH CORRECTIONAL
FACILITY
P.O Box 213014
Stockton, CA 95213-9014
(209) 944-6181

PINE GROVE CONSERVATION CAMP
13630 Aqueduct-Volcano Rd
Pine Grove, CA 95665
(209) 296-7581

VENTURA YOUTH CORRECTIONAL FACILITY
3100 Wright RD
Camarillo, CA 93010
(805) 278-3724

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NOTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY
P.O. Box 213004
Stockton, CA 95213-9004
(209) 944-6181

PRESTON YOUTH
CORRECTIONAL FACILITY
201 Waterman
lone, CA 95640
(209) 274-8283

RICHARD A MCGEE CORRECTIONAL
TRAINING CENTER
9850 Twin Cities Rd.
Galt, CA 95632